

PCC + Quick Reference Guide

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Quick Guide to Adding a Template

1. Place the template on BOTH print servers:

- Load into the c:\ProgramFiles\ILC\ILC Forms Print Service\Templates.
- Name the template using the convention: *templatename*_template.doc
- Verify that mail merge is not turned on (restore to normal word document)
Select Tools→Mail Merge→Create→Restore to Normal Word Document

2. Generate a Companion Descriptor File:

1. Open the document Template_info.dot in the folder c:\ProgramFiles\ILC\ILC Forms Print Service\Templates.
2. If prompted select Enable macros. Complete the form and submit the information.

3. Validate the template:

```
ILC ENC FORM/HLTH SUMMARY V1.2t1: Installation Utilities
LOCATION: SELLS HOSPITAL/CLINIC USER: SHORR,GREG
-----
INS      Installation Utilities ...
MGR      Manager's Menu for Encounter Forms ...
PRNT     Print Forms ...
Select New Encounter Form Option: INS

AEEF     Add/edit encounter form
AEFG     Add/edit print group
VEGD     View EF genl. descriptions
VETD     EF tech description
VPG      List print groups
CHK      CHECK EHP ENVIRONMENT
HS       Synchronize header files
PGS      Synchronize print groups
TS       Synchronize templates
Select Installation Utilities Option: AEEF

Enter the file name of the template you want to validate =>
Template file name: wic_template.doc
One moment please...
Template: wic_template.doc Header file: ef_header.txt
Descriptive name: BBH WALKIN CLINIC
Description: This is a template for a general medical clinic
Created by: GIS Created on: 8/1/01
Created at: CROW Version: 1.13

Field  Description                               # on this form  Max allowed on this form
-----
a      Allergies                                5              5
d      ICD Preferences                          54             60
e      Exams                                    10             20
i      Immunizations                           10             20
l      Lab tests                               20             20
mm     Rx Medication                           15             15
p      Active problems / Recent POVs           20             20
r      Imaging stuides                         15             25
s      Injections                             13             15
t      Treatments                             15             20
x      Review of systems                       16             50
y      Patient education topics                10             20
z      Supplies                               10             20

..... WARNINGS .....
Field msl4 (Rx Sig) is missing
Field msl5 (Rx sig) is repeated

Want to update the template configuration file on the RPMS server? YES//YES
File updated!
```

4. Synchronize the templates using the TS menu option

Quick Guide to Adding a PCC+ Clinic

```
INS      Installation Utilities ...
MGR      Manager's Menu for Encounter Forms ...
PRNT     Print Forms ...

Select New Encounter Form Option: MGR

PRNT     Print Forms ...
MON      Monitor Print Deamon
GO       Start Print Deamon
STOP     Stop the Print Deamon
ICD      Import ICD Preferences from Excel
EXTR     Extract Preferences from PCC Database
SYS      Edit Orderables
QUE      Monitor the Check-In Queue
CADD     Add a PCC+ clinic
CDEL     Delete a clinic
CLON     Clone a set of ICD preferences
CORD     Clone Orderable Set
DICD     Delete a users ICD preferences
DORD     Delete an Orderable Set
EDI      Edit ICD Preferences

Select Manager's Menu for Encounter Forms Option: CADD

*****  ADD / EDIT A PCC+ CLINIC  *****

To add a new clinic, answer the following questions
At any time, you may enter '??' to see the choices

Enter the name of the new clinic.  It should be in the format:

    {SITE} - {CLINIC}  e.g., ANMC - PEDIATRICS or CROW - DENTAL

Clinic name: CROW - ORTHO
Are you adding 'CROW - ORTHO' as a new VEN EHP CLINIC (the 8TH)? Y  (Yes)

Enter the name of the DEPARTMENT (CLINIC STOP) associated with this clinic
DEPARTMENT: ORTHOPEDIC          19

Enter the name of this clinic's DEFAULT ENCOUNTER FORM used during check-in
DEFAULT ENCOUNTER FORM: CROW ORTHO

Enter the name of this clinic's DEFAULT HEALTH SUMMARY used during check-in
DEFAULT HEALTH SUMMARY: ADULT REGULAR

Enter the name of this clinic's DEFAULT PROVIDER used during check-in
DEFAULT PROVIDER: CROW,ORTHOPEDIST

Enter the name of this clinic's HEALTH SUMMARY PRINT GROUP
HEALTH SUMMARY PRINTER GROUP: CROW_WALKIN

Enter the name of this clinic's ENCOUNTER FORM PRINT GROUP
EF PRINTER GROUP: CROW_WALKIN

Does this clinic ever require an outguide request during check-in? Yes// YES
```

Tips:

- When naming the clinic, use the format: {site}-{department}; eg CROW-WALK-IN. This exact name will appear at the top of the encounter form in the “hdr” field.
- The clinic stop must come from the PCC+ standard list of clinics. This information is used when the visit is created.

- The name of the default Encounter Form appears on the check-in menu after the clinic has been selected.
- The name of the default Health Summary appears on the check-in menu after the clinic has been selected.
- The name of the default provider appears on the check-in menu after the clinic has been selected. This provider “owns” the default set of user preferences for the designated clinic.
- The Health Summary print group determines where the health summary will be printed for the designated clinic.
- The Encounter Form print group determines where the Encounter Form will be printed for the designated clinic.
- If you want the Outguide question to appear during the check-in process for the designated clinic, answer “YES” to the last question. The information entered will be used to populate the VEN EHP CLINIC file and the VEN QUEUE TYPE file.

Quick Guide to Adding PCC+ Print Groups

1. Add TCP or shared printer (install manual)
2. Add that printer to a print group to both PCC+ Print Servers (install manual)
3. Add Print Group to RPMS :

```
PRNT  Print Forms ...
MON   Monitor Print Deamon
GO    Start Print Deamon
STOP  Stop the Print Deamon
ICD   Import ICD Preferences from Excel
EXTR  Extract Preferences from PCC Database
SYS   Edit Orderables
QUE   Monitor the Check-In Queue
...APG Add a Print Group
CADD  Add a PCC+ clinic
CDEL  Delete a clinic
CLON  Clone a set of ICD preferences
CORD  Clone Orderable Set
DICD  Delete a users ICD preferences
DORD  Delete an Orderable Set
EDI   Edit ICD Preferences

Select Manager's Menu for Encounter Forms Option: APG
Enter the name of the Print Group: PSYCH
One moment please...

PSYCH has not been regestered on the RPMS server yet!
Do you want to do this now? YES// YES
PSYCH has been entered on the RPMS Server!!
Is this Print Group located in the Medical Records Department? NO
```

Medication Parameters

These settings can be displayed and modified using fileman. These parameters impact the way that the medications are displayed the encounter forms. The medication settings should be reviewed by the pharmacist and the clinical director. The PCC+ accompanies the health summary. The medication lists on the health summary should compliment the PCC+ med lists. For example, you can setup the health summary to print ALL MEDS for the past 6 months, and you can setup the PCC+ form to print CHRONIC medications .

FORM SPECIFIC PARAMETERS: VEN EHP EF TEMPLATE FILE	
MAX ACTIVE DRUG PERIOD	Limits display of active medications
DISPLAY CHRONIC MEDS ONLY	Print only chronic meds on this encounter form. This will override the setting in the VEN EHP CONFIGURATION file
DISPLAY ACTIVE MEDS ONLY	If the status field in the Prescription file is 'null' or less than '3' (hold, refill, non verified, or active), the prescription will be displayed.
HIDE REDUNDANT MEDS	Hides redundant medications
MAX RXS	Enter the number of medications that can be displayed on this form (up to 15). This field is used as a check to display “more medications appear elsewhere” statement.
MAX ALLERGIES	Enter the highest number of allergies that can be displayed on this form (up to 5).). This field is used as a check to display “more allergies appear elsewhere” statement.
SITE PARAMETER: VEN EHP CONFIGURATION FILE	
CHRONIC MEDS ONLY:	Print only chronic meds on the encounter forms.
USE EXPANDED PHARMACY SIGS	Print expanded pharmacy sigs

These are the medication components that are available in the health summary. The health summary medication display can be used to compliment the information displayed on the encounter form.

HEALTH SUMMARY MEDS Can Be Displayed for a specified time period
MEDS - ALL MEDS - ALL WITH # ISSUED MEDS - CHRONIC MEDS - CURRENT MEDS - MOST RECENT BY GROUP MEDS - MOST RECENT OF EACH MEDS - MOST RECENT SHORT FORM

Medication sections of the health summary

This is an example of the various medication components which are available on the health summary. Refer to the Health Summary Users Manual for instructions on modifying the health summary.

----- ALL MEDICATIONS (INCLUDES DUPLICATE RX'S) (max 6 months) -----

04/09/02 (C) GLYBURIDE 5MG #30 (30 days)
TAKE 1 TABLET BY MOUTH EVERY DAY FOR DIABETES CONTROL
04/09/02 LISINOPRIL 10MG #30 (30 days)
TAKE 1 TABLET TWICE A DAY [SAFEWAY]
01/13/02 ACETAMINOPHEN 650MG RECTAL SUPP #1 (1 days) -- Ran out 01/14/02
UNWRAP & INSERT 1 SUPPOSITORY RECTALLY EVERY 4 TO 6 HOURS IF NEEDED FOR PAIN OR F~
01/13/02 (C) LISINOPRIL 10MG #30 (30 days) -- Ran out 02/12/02
TAKE 1 TABLET BY MOUTH EVERY DAY FOR CONTROL OF HIGH BLOOD PRESSURE
12/19/01 HYDROCORTISONE OINT 2.5% #30 (12 days) -- Ran out 12/31/01
APPLY SPARINGLY TO AFFECTED AREA 2 TIMES EACH DAY

----- MEDS - ALL WITH # ISSUED (max 6 months) -----

Other Medications

Last Fill Date

04/09/02 (C) GLYBURIDE 5MG #30 (30 days)
TAKE 1 TABLET BY MOUTH EVERY DAY FOR DIABETES CONTROL
Most recent issue date: 4/9/2002
04/09/02 LISINOPRIL 10MG #30 (30 days)
TAKE 1 TABLET TWICE A DAY [SAFEWAY]
times prev filled: 1 1/13/2002
01/13/02 ACETAMINOPHEN 650MG RECTAL SUPP #1 (1 days)
UNWRAP & INSERT 1 SUPPOSITORY RECTALLY EVERY 4 TO 6 HOURS IF NEEDED FOR PAIN OR F~
Most recent issue date: 1/13/2002
12/19/01 HYDROCORTISONE OINT 2.5% #30 (12 days)
APPLY SPARINGLY TO AFFECTED AREA 2 TIMES EACH DAY
Most recent issue date: 12/19/2001

----- ALL MEDS WITH ISSUE HISTORY (max 6 months) -----

Other Medications

04/09/02 (C) GLYBURIDE 5MG #30 (30 days)
TAKE 1 TABLET BY MOUTH EVERY DAY FOR DIABETES CONTROL
04/09/02 LISINOPRIL 10MG #30 (30 days)
TAKE 1 TABLET TWICE A DAY [SAFEWAY]
times prev issued: 1 1/13/2002
01/13/02 ACETAMINOPHEN 650MG RECTAL SUPP #1 (1 days)
UNWRAP & INSERT 1 SUPPOSITORY RECTALLY EVERY 4 TO 6 HOURS IF NEEDED FOR PAIN OR F~
12/19/01 HYDROCORTISONE OINT 2.5% #30 (12 days)
APPLY SPARINGLY TO AFFECTED AREA 2 TIMES EACH DAY

----- CHRONIC MEDICATIONS (AS INDICATED BY PHARMACIST) (max 6 months) -----

04/09/02 (C) GLYBURIDE 5MG #30 (30 days)
TAKE 1 TABLET BY MOUTH EVERY DAY FOR DIABETES CONTROL
01/13/02 (C) LISINOPRIL 10MG #30 (30 days) -- Ran out 02/12/02
TAKE 1 TABLET BY MOUTH EVERY DAY FOR CONTROL OF HIGH BLOOD PRESSURE

----- CURRENT MEDICATIONS (TWICE DURATION OF RX - MINIMUM 60 DAYS) (max 6 months) -----

04/09/02 (C) GLYBURIDE 5MG #30 (30 days)
TAKE 1 TABLET BY MOUTH EVERY DAY FOR DIABETES CONTROL
04/09/02 LISINOPRIL 10MG #30 (30 days)
TAKE 1 TABLET TWICE A DAY [SAFEWAY]

Setting up a workstation to Mine PCC+ Data

You can setup a PC for data mining. The workstation must be running excel .

1. Copy the Personal.xls file from the PCC+ print server to a local workstation
C:\Program Files\Microsoft Office\Office\XLStart\Personal.xls
2. Create this directory on the local workstation:
C:\Program Files\ILC\ILC FORMS PRINT SERVICE\CODES
3. Place the ICD Import file (ilc_icd1.txt) in the \codes directory that you created above.
The ICD Import file is created when you “Extract ICD Preferences” (refer to the Quick Guide to Managing User Preferences)

Quick Guide to Managing User Preferences

Step 1: Extract ICD9 Codes from RPMS

- Select the MNGR option
- Select EXTR
- Enter a date range (three to four months recommended)
- Select a Provider (enter last name)
- Or
- Select a Provider Class/Clinic
- Or
- Select All (this allows you the option to then select a certain department)

- Go to FTP
- Select the PUB or NT public directory
- Select file "ilc_icd1.txt"
- Make sure ASCII is selected
- Move to Program\ILC\ILC Forms Print Service\Codes

Step 2: Edit and Sort in Excel

- Select ICD Import button
- Adjust column width
- Edit columns A & B (editing and deleting is only allowed at this point)

- Select ICD Sort button (to sort codes into the 8 demographic groups)
- Continue to edit column A & B
- Add codes and descriptions where necessary
- Delete rows 60 and higher in each demographic group
- Save as a .xls excel worksheet while in progress
- Sort codes by alpha or by ICD9 code

- Select ICD9 Export button
- System will save the file as ILC_ICD2.txt

Step 3: Import ICD9 Codes to RPMS

- Go to FTP
- Select ILC_ICD2.txt
- Make sure ASCII is selected
- Move to RPMS public directory

- In RPMS
- Select MGR
- Select ICD

- You now have the option to attach the codes to a specific provider, or to a clinic
- If attaching the codes to all docs in a clinic, you must first assign a name for the doctors in that clinic. Then attach the codes to that name.
- Select Encounter Form name

Step 4: Edit ICD9 and Orderables in RPMS

- Select EDI
- Select Encounter form
- Select Provider
- You may edit the list by adding, deleting or changing any of the codes.
- You may resort by either name or code

- Select SYS to edit orderables

Be sure to always Submit when completed. This will Save your work!

Mail Merge to attach header and data files

First, place the header (ef_header.txt) and data files (efdata.doc) on your workstation and note their locations. These files can be downloaded from the PCC+ website at <http://www.ihs.gov/Cio/PCCPlus/index.asp>

1. Click **Tools** from the menu.
 - Click **Mail Merge**. The *Mail Merge Helper* window will open.
2. Click the **Create** button. A dropdown menu will open.
 - Click **Form Letters**. A window will open.
 - Click **Active Window**. The *Mail Merge Helper* window will return to the front.
3. Click the **Get Data** button. A dropdown menu will open.
 - Click **Header Options**. The Header Option window will open
 - Click **Open** to specify a header. The *Open* window will appear.
 - Select **All Files** from the Files of type: field. Locate the header source ef_header.txt
 - Click **Open**. The *Mail Merge Helper* window will return to the front. Click **Get Data** again. A dropdown menu will appear.
 - Click **Open Data Source**. The *Open Data Source* window will open.
7. Select *Word documents* from the Files of type: field.
 - Navigate to efdata.doc. The *Header Record Delimiters* window will open. Select the **caret (^)** in the Field delimiter field and click **OK**. The *Mail Merge Helper* window will return to the front.
8. Press the **Close button**. The Encounter Form is now able to use mail merge. The mail merge toolbar should now be visible

Automating Mail Merge with a Macro

A macro is a series of Word commands and instructions that you group together as a single command to accomplish a task automatically. This section will describe how to automate mail merge by recording the steps describe above and storing them in a macro on your toolbar.

1. On the **Tools** menu, point to **Macro**, and then click **Record New Macro**.
2. In the **Macro name** box, type a name ie “PCCPlus” for the macro. (You can not use spaces or +. The name must be alpha-numeric)
3. In the **Store macro in** box, click the template or document in which you want to store the macro.
4. In the **Description** box, type a description for the macro.
5. To assign the macro to a toolbar or menu, click **Toolbars**. In the **Commands** box, click the macro you are recording, and drag it to the toolbar or menu you want to assign it to. Click **Close** to begin recording the macro.
6. Type in all of the steps to perform a mail merge from the training manual, pages 23-24.
7. To stop recording your macro, click **Stop Recording**
8. To **rename the button**:
9. On the **Tools** menu, click **Customize**.
 - A. Click the button
 - B. In the **Customize** dialog box, click **Modify Selection**, type the name in the **Name** box, and then press ENTER.
 - C. On the **Customize** dialog box, click **Close**.

Creating an EFDATA File

You can create a data file that is comprised of actual patient data. This is useful when designing forms . You can select a patient who is a “frequent flier” at your facility so that you can view a merge form that is fully populated.

1. Block the printing process. To do this, run FileMan and edit the file VEN EHP CONFIGURATION

```
>D P^DI
Select OPTION:      ENTER OR EDIT FILE ENTRIES

INPUT TO WHAT FILE: VEN EHP CONFIGURATION// VEN EHP CONFIGURATION
EDIT WHICH FIELD: ALL// BYPASS PRINTING
THEN EDIT FIELD:

Select VEN EHP CONFIGURATION NAME:      BBC PRIMARY CONFIGURATION
BYPASS PRINTING: YES// NO NO
```

2. Stop the Print Deamon on the RPMS server
3. Check in a patient using the DEMO menu option . Select a patient who is a “frequent flier” at your facility. No visit will be created.
4. Check the directory /usr/print/ (or C:\PCCPLUS\print\ on Windows machines) for the three temporary data files created during this process. The file names begin with the letter “e”, “h”, or “g” followed by a number followed by “.txt”; e.g., “e12765.txt”. Feel free to examine the contents of the files. They contain the raw data the Word’s Mail Merge process inserts into the documents.
5. Copy the file beginning with the letter e to your local machine and rename it efdata.doc
6. Return to FileMan and the VEN EHP CONFIGURATION file. Set the parameter BYPASS PRINTING back to “NO”. **You absolutely must do this step!!!**
7. Restart the Print Daemon on the RPMS server

List of Mail Merge Fields

Header field	Description	Category	Origin
<<l1>> thru <<l20>>	Lab	Infants, children, adult females, adult males	ORDERABLE
<<l1a>> thru <<l20a>>	Lab code	Infants, children, adult females, adult males	ORDERABLE
<<r1>> thru <<r25>>	Radiology	Infants, children, adult females, adult males	ORDERABLE
<<r1a>> thru <<r25a>>	Radiology code	Infants, children, adult females, adult males	ORDERABLE
<<e1>> thru <<e20>>	Exams	Infants, children, adult females, adult males	ORDERABLE
<<e1a>> thru <<e20a>>	Exam code	Infants, children, adult females, adult males	ORDERABLE
<<i1>> thru <<i10>>	Immunizations	Infants, children, adult females, adult males	ORDERABLE
<<i1a>> thru <<i10a>>	Immunization code	Infants, children, adult females, adult males	ORDERABLE
<<y1>> thru <<y20>>	Pt Education	Infants, children, adult females, adult males	ORDERABLE
<<y1a>> thru <<y20a>>	Pt Education code	Infants, children, adult females, adult males	ORDERABLE
<<t1>> thru <<t20>>	Treatments	Infants, children, adult females, adult males	ORDERABLE
<<t1a>> thru <<t20a>>	Treatment code	Infants, children, adult females, adult males	ORDERABLE
<<s1>> thru <<s20>>	Injections	Infants, children, adult females, adult males	ORDERABLE
<<s1a>> thru <<s20a>>	Injection code	Infants, children, adult females, adult males	ORDERABLE
<<z1>> thru <<z15>>	Supplies	Infants, children, adult females, adult males	ORDERABLE
<<z1a>> thru <<z15a>>	Supplies code	Infants, children, adult females, adult males	ORDERABLE
<<d1>> thru <<d60>>	Diagnosis	Infant, Child, Teen Male, Teen Female, Adult Male, Adult Female, Senior Male, Senior Female	ICD PREFERENCE
<<d1c>> thru <<d60c>>	Diagnosis code	Infant, Child, Teen Male, Teen Female, Adult Male, Adult Female, Senior Male, Senior Female	ICD PREFERENCE
<<p1>> thru <<p20>>	Active Problems, recent pov	All patients	RPMS DATA
<<p1c>> thru <<p20c>>	Active Problem, pov code	All patients	RPMS DATA
<<a1>> thru <<a5>>	Allergies	All patients	RPMS DATA
<<h1>>	Pap	Adult females	RPMS DATA
<<h2>>	Glucose	All patients	RPMS DATA
<<h3>>	PPD	All patients	RPMS DATA
<<h4>>	Mammogram	Adult females	RPMS DATA
<<h5>>	Pelvic	Adult females	RPMS DATA
<<h6>>	Breast	Adult females	RPMS DATA
<<h7>>	Pelvic	Adult females	RPMS DATA
<<h8>>	Rectal	Adult males, adult females	RPMS DATA
<<h9>> thru <<h26>>	Immunization reminders. Specific immunization are not assigned to specific header fields – but they will always be in the range h9 to h26	All patients	RPMS DATA
<<md1>> thru <<md15>>	Medication	All patients	RPMS DATA
<<patient>>	Patient Name: First name Last name	All patients	RPMS DATA
<<b29>>	Patient Name Last name, First name	All Patients	RPMS DATA
<<timestamp>>	Date and time form is printed	All patients	
<<chart>>	HRN	All patients	RPMS DATA
<<agesex>>	Age and Sex	All patients	RPMS DATA
<<dob>>	Date of Birth	All patients	RPMS DATA
<<b27>>	Third Party Billing	All patients	RPMS DATA
<<vcn>>	Visit control number	All patients	RPMS DATA
<<tribe>>	Tribe	All patients	RPMS DATA
<<community>>	Community	All patients	RPMS DATA
<<ssn>>	Ssn	All patients	RPMS DATA
<<elig>>	Eligibility (chs/direct)	All patients	RPMS DATA
<<Vbar>>	Bar Code	All patients	RPMS DATA
<<x29>>	Designated provider	All patients	RPMS DATA
<<lc>>	Living Children	ADULT FEMALES	RPMS Data
<<grav>>	Gravida	ADULT FEMALES	RPMS Data
<<para>>	Para	ADULT FEMALES	RPMS Data
<<ab>>	Abortions	ADULT FEMALES	RPMS Data
<<fpm>>	Family Planning Method	ADULT FEMALES	RPMS Data
<<Lab2>>	FP Method (label)	ADULT FEMALES	Label
<<Lab1>>	LMP (label)	ADULT FEMALES	Label
<<x14>>	MALE	ADULT MALES	Label
<<x14>>	FEMALE	ADULT FEMALES	Label
<<x19>>	Eye	ADULT FEMALES	Label
<<x2>>	Vagina	ADULT FEMALES	Label
<<x2>>	Scrotum	ADULT MALES	Label
<<x21>>	EKG	ADULT FEMALES	Label

Header field	Description	Category	Origin
<x22>	Pk Flow	ADULT FEMALES	Label
<x22>	HC	INFANTS	Label
<x22>	Pk Flow	ADULT MALES	Label
<x23>	O2 Sat	ADULT FEMALES	Label
<x23>	O2 Sat	ADULT MALES	Label
<x24>	Glucose	ADULT MALES	Label
<x24>	Glucose	ADULT FEMALES	Label
<x24>	Glucose	CHILDREN	Label
<x29>	DP	ADULT MALES	Label
<x29>	DP	ADULT FEMALES	Label
<x29>	DP	CHILDREN	Label
<x29>	DP	INFANTS	Label
<x3>	Urethra	ADULT FEMALES	Label
<x3>	Testes	ADULT MALES	Label
<x30>	ETOH	ADULT FEMALES	Label
<x30>	ETOH	ADULT MALES	Label
<x30>	ETOH	CHILDREN	Label
<x31>	Tobacco	ADULT FEMALES	Label
<x32>	ET Smoke	INFANTS	Label
<x32>	ET Smoke	ADULT FEMALES	Label
<x32>	ET Smoke	ADULT MALES	Label
<x32>	ET Smoke	CHILDREN	Label
<x33>	Drugs	ADULT FEMALES	Label
<x33>	Drugs	ADULT MALES	Label
<x33>	Drugs	CHILDREN	Label
<x4>	Cervix	ADULT FEMALES	Label
<x4>	Prostate	ADULT MALES	Label
<x40>	LMP	ADULT FEMALES	Label
<x41>	FP	ADULT FEMALES	Label
<x5>	Adnexa	ADULT FEMALES	Label
<x5>	Circ/f/skin	ADULT MALES	Label
<x6>	Uterus	ADULT FEMALES	Label
<x7>	Bladder	ADULT FEMALES	Label
<x8>	RectoVag	ADULT FEMALES	Label

Setting Up the Scheduling Package for PCC+

There are 3 steps for setting up the scheduling package:

1. Activate the PCC+ link to the scheduling package
2. Setup **each individual scheduling clinic** to print PCC+ encounter forms
3. Assign VENZSCH key to scheduling clerks

Activating the PCC+ link to the scheduling package:

From the PCC+ Installation Menu, select the Link to the scheduling package

```
AEEF  Add/edit encounter form
AEPG  Add/edit print group
VEGD  View EF genl. descriptions
VETD  EF tech description
VPG   List print groups
CHK   Check PCC+ environment
CSC   Comprehensive system check
HS    Synchronize header files
SS    Link to scheduling package
PGS   Synchronize print groups
QCK   Check Queue Type file
TS    Synchronize templates
```

Select Installation Utilities Option: **SS**

The link to the scheduling package has been successfully inserted!!

Setting up each individual clinic to print PCC+ encounter forms

From the scheduling supervisors menu, select the SET UP A CLINIC menu option:

SET UP A CLINIC

Use this option to create clinics, modify their parameters,
and to change their appointment availability.

Select CLINIC NAME: test

1 test

2 test1

CHOOSE 1-2: 1 test

CLINIC: test//

ABBREVIATION: TEST//

DIVISION: SONOMA//

NON-COUNT CLINIC? (Y OR N): NO//

INCLUDE ON FILE ROOM LISTS?: YES//

IHS CLINIC CODE: DIABETIC//

MULTIPLE CLINIC CODES USED?:

CREATE VISIT AT CHECK-IN?: YES// ←

DEFAULT VISIT PROVIDER: SONOMA, PROVIDER//

VISIT PROVIDER REQUIRED?: YES//